

Commercial Express Permits



Planning & Development
Building & Permit Services
99 West 10th Ave.
Eugene, OR 97401
www.eugene-or.gov

(541) 682-5593 FAX

(541) 682-5119 TTY

(541) 682-5086 Information

Commercial Express Permit Program

The Permit & Information Center is pleased to perform plan review for qualifying tenant infill and tenant alteration applications at the front counter with the goal of issuing a permit the same day. Using a concentrated and customer-involved plan review approach, applicants participating in the Commercial Express Permit (CEP) program will actively review their project with plan examiners and be able to discuss, revise, and make changes to the plans in real time to assure designs are in compliance with code.

To qualify, projects need to meet certain criteria: no land use application is required; does not involve certain specialty reviews like plumbing or electrical; the person authorized to make project modifications is present at the counter (if stamped plans are submitted, it must be the person who stamped the plans); is not an H – Hazardous Occupancy classification or involve hazardous materials; does not require an off-street parking agreement; and the application meets minimum submittal requirements.

Projects will be considered for commercial express permit review on Monday and Wednesday between 9:00 and 12:00. For a customer to participate in an express permit review, a commitment of time is required on the day of application submittal - applicants need to be present throughout the process. The trade-off is a permit issued more quickly, with the goal of all review groups completing their review with the customer on the same day as submittal. If a permit can't be issued on the same day due to additional information being required, the customer has the option of having their application follow the standard supplemental information process or returning to the counter with the needed information on another commercial express permit day.

Tenant infills including a building code change of occupancy type or land use code change of use will be accepted. At staff's discretion, applications which do not meet all of the qualification criteria may still be allowed to enter the Express Permit program with the goal of identifying items needing further information, knowing that the permit would not be issued in the same day. All disciplines will conduct their review to identify all items to be included in the plan check letter. These projects will usually result in a plan check letter. The letter will specify whether the applicant needs to provide additional information through the SI process or if returning on another express permit day is an option. Staff also reserves the right to redirect an application out of the express permit review process and into the standard review process at any time.

Allowing a wide variety of tenant infill applications to use this service, even if the permit isn't issued the same days, saves both the customer and staff valuable time. Thank you for your patience if our best efforts result in unexpected delays.

Please contact Permit & Information Center staff at the intake counter or call 682-5505 if you have any questions.

Commercial Express Permit

Tenant Infill Qualifying Guidelines



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☐ Yes ☐ No I understand that staff reserves the right to require this application to enter the standard review process at any time to ensure an adequate review.

☐ Yes ☐ No Is the scope of work a tenant infill only?

☐ Yes ☐ No The proposed use does not require a new land use permit, or if required, the land use permit is already in effect. (i.e., conditional use permit, site review or planned unit development).

☐ Yes ☐ No Is the person present at time of application authorized to make project modifications and/or changes? (If stamped plans, must be stamping person.)

☐ Yes ☐ No Is all required parking provided on the development site? Land Use staff will be called to provide additional information.

If you answered Yes to all of the questions above, continue to the next set. If you answered No to any question, the project does not qualify for the Commercial Express Permit program and you may use the standard review process.

☐ Yes ☐ No Is the occupancy an H - Hazardous occupancy classification or will the building contain hazardous materials?

☐ Yes ☐ No Is there any proposed new impervious surface area?

☐ Yes ☐ No Is there any proposed addition of new square footage on interior or exterior of building (mezzanine, second floor, etc.)?

☐ Yes ☐ No Does the project include a hood exhaust system, an underground tank, a photovoltaic system, a medical gas and vacuum system in a health care facility, a chemical drain waste and vent system, or vacuum drainage?

☐ Yes ☐ No Will there be high piled storage?

☐ Yes ☐ No Is electrical review required (i.e., an A, E, I-2, I-3 occupancy with more than 1 new circuit and 2 altered circuits; see OAR 918-3110040 for complete list).

If you answered Yes to any of this set of questions you do not qualify for the Commercial Express Permit program. You may submit your application through the standard review process.

Commercial Express Permit Commercial Checklist



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Permit Tech Initials (OK for CEP): _____ Date: _____

Plan Reviewer

Zoning

Public Works

Fire

Building

Site Plan Review

- ☐ Property address (including suite number)
- ☐ Vicinity Map
- ☐ Entire tenant space shown and location within the building
- ☐ Site plan with property line dimensions, drawn to scale, and all structures shown
- ☐ North arrow shown
- ☐ Show entire site when stand-alone building
- ☐ Multi-tenant building ☐Yes ☐No
- ☐ Tenant infill space w/dimensions (showing single floor and/or multiple floors if applicable)
- ☐ Distance shown between buildings on the same site
- ☐ Exterior bike parking shown – note existing or new
- ☐ For on-site vehicle parking: Site Plan should show all parking, including accessible parking space(s) with dimensions, and the accessible route from the parking space(s) to the accessible building entry

Architectural Plan Review

- ☐ General Notes including
 - ☐ Scope of work proposed,
 - ☐ Suite number and business name,
 - ☐ Building code edition,
 - ☐ Building construction type,
 - ☐ Uses of building,
 - ☐ Occupancy Classification(s),
 - ☐ Separated use or ☐Non-separated use,
 - ☐ Number of stories,
 - ☐ Total square footage of the entire building ,
 - ☐ Total square footage of tenant infill,
 - ☐ Sprinklered building ☐Yes ☐No,
 - ☐ Fire alarm in building ☐Yes ☐No,
 - ☐ Number of water closets/lavs. required and number provided.
- ☐ Licensed designer stamp if structure is over 4000 s.f. (footprint) or more than 20' in height
- ☐ Egress Layout Plan – must be shown graphically with travel lengths dimensioned
 - ☐ Egress paths from the altered area to the exterior of the building with
 - ☐ Exit signs ☐ Egress lighting layout
- ☐ Accessibility
 - ☐ Accessibility clearances shown, i.e. maneuvering clearances, clear floor space
 - ☐ Provide an itemized list detailing where up to 25% of the cost of the alterations that affect the usability of the area of primary function will be spent on the removal of existing architectural barriers, priority to be given to the list of elements in the order provided in ORS 447.241 (4).
- ☐ Floor Plan(s)
 - ☐ Proposed alterations fully dimensioned and labeled,
 - ☐ Include removed, existing, and proposed walls with a wall legend
 - ☐ Doors with swing direction,
 - ☐ Any new exterior openings shown,
 - ☐ Stairs, ramps, and elevators,
 - ☐ Fire extinguisher types and locations,
 - ☐ Fire-rating of walls and reason (i.e., area separations, occupancy separations, corridors, exits enclosures, shafts, etc.),
 - ☐ Fire rated wall types i.e. fire walls, fire barrier, smoke partitions
 - ☐ Bike parking for long-term spaces if proposed inside building.

Architectural Plan Review – continued.

- ☐ Enlarged construction details of new walls with floor and ceiling attachment noted
- ☐ Doors and window; ☐ sizes, ☐ fire-rating, and ☐ hardware for all doors effected
- ☐ Use of each room labeled / SF of room / OLF / Occupant load (e.g. _____)
- ☐ Exterior building elevations if adding windows or openings
- ☐ Water heater location (only on new water heaters)
- ☐ Suspended ceiling details

Office (B)
145 SF
100 OLF
2 Occupants

Plumbing / SDC Plan Review

Plumbing Fixture Layout

- ☐ Existing plumbing fixtures labeled to be demolished/removed: “(R)”
- ☐ Existing fixtures to remain labeled existing: “(E)”
- ☐ Proposed new fixtures labeled new: “(N)”

Internal use only:

Previous Use/Occupant Code(s) _____ Proposed Use/Occupant Code(s) _____

	Total Installed	Total Removed	Total Reused
PFUs shown by type/quantity			
PFUs shown by type/quantity			
PFUs shown by type/quantity			

Electrical Plan Review

- ☐ Egress lighting layout
- ☐ Lighting layout / reflected ceiling plan
- ☐ Fixture Schedule
- ☐ Lighting budget
- ☐ Number of circuits new or altered _____
- ☐ New / relocated panels _____

Mechanical Plan Review

- ☐ OSA (outside air) Calculation/ventilation calculations
- ☐ All new mechanical equipment listed
- ☐ Additions or alterations to existing system shown via duct layout and damper schedule
- ☐ Hood information if a hood is required
- ☐ Cut sheets for all new appliances
- ☐ Fire and/or smoke dampers shown at penetrations through fire rated construction,
- ☐ HVAC roof plan is required when there are new or replacement units. Identify the:
 - ☐ Weights of mechanical equipment,
 - ☐ Locations, and
 - ☐ Type,
 - ☐ Dimensions from equipment to the edge of roof.
 - ☐ Sizes,

Structural Plan Review

- ☐ Structural changes to space: ☐ Yes ☐ No
- ☐ Engineering calculation packet with engineering details incorporated into the plans or cross-referenced on the plans.